



City of Norfolk Capital Access Grant Application Checklist

- Signed/Completed Online Application. **(Required)** Must be submitted within Application Round dead line
- Personal Financial Statements **(Required)** (Bank Filed PFS within the last 6 months or use online application template)
- Business Debt Scheduled **(Required)** (Excel template available within online application)
- Two years personal federal tax returns **(Required)** (or document that explains tax extensions, or tax situation)
- Two years of business returns (if applicable) (or document that explains tax extensions, or tax situation)
- Organizational Business Documents (if applicable)
 - Norfolk Business License (if applicable)
 - Partnership Agreement- For Partnerships Only (if applicable)
 - Articles of Organization for LLC along with Operating Agreement (if there are more than one member) (if applicable)
 - Articles of Incorporation for Corporations along with by-laws (if applicable)
- 3 Years of Financial Projections **(Required)** to include:
 1. **Profit and Loss Projections (P&L) - Year 1 (Month to Month)**
 2. **P&L Year 2 (Annual)**
 3. **P&L Year 3 (Annual)**
 4. **Balance Sheet - (Year 1 - 3)**
- Business Plan **(Required)** 6 pages only to include:
 1. **Executive summary**
 2. **Company description**
 3. **Description of organizational management**
 4. **Products and services**
 5. **Market analysis & competitive analysis**
 6. **Marketing and sales Strategies**
- Executed letter of intent or Lease (if applicable)
- Other related documents (if needed)